

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Inspection Operations

Title	Record inspection observations and findings
Code	105919L3
Range	This unit of competency (UoC) covers the abilities to record inspection observations and findings accurately by applying appropriate technologies and store the inspection records safely.
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of conducting inspection and technologies for recording inspection observations and findings</p> <ul style="list-style-type: none"> • Describe the inspection plan and procedures. • Describe the types of observations and findings to be recorded during the inspection process. • Identify the technologies for recording inspection observations and findings and select appropriate digital, analogue or computerised means according to the types of observations and inspection plan. <p>2. Record inspection observations and findings</p> <ul style="list-style-type: none"> • Observe facilities and equipment to record all materials related to inspection observations and findings, e.g. photo-taking equipment, videotape recorder. • Input original inspection observations into inspection records at the time of inspection or sampling following the procedures and guidelines of inspection body. • Record all original inspection data pertinent to inspection reports, e.g.: <ul style="list-style-type: none"> ○ details of the client and the work order, including identification of the client, record of contract negotiation and telephone conversation, ○ full description of each product design, product, service, process or plant inspected, ○ identification of inspection method, ○ unique identifications of the inspected items, ○ identification and specification of equipment used for measuring and testing, ○ original inspection and/or test observations, checklist and calculations, ○ names of persons performing the inspection, sampling and calculation check, ○ date and time of inspection and sampling, ○ environmental conditions during the inspection and sampling, ○ results of any laboratory tests on the samples. • Store the inspection records safely according to operation procedures of the inspection body to protect confidential information. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Record observations and findings clearly and sign for corrections or alterations made in the records. • Record observations or data in the course of inspection in a timely manner so as to prevent loss of relevant information. • Maintain the integrity and confidentiality of inspection records.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • record inspection observations and findings accurately and clearly by applying appropriate recording technologies, • store the inspection records safely to maintain the confidentiality of information and traceability of records.

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Remark	
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